

**THE GREATER HARRODSBURG/MERCER COUNTY
PLANNING AND ZONING COMMISSION**

**109 Short Street
Harrodsburg, Kentucky 40330
(859)-734-6066**

Date: February 6, 2006

Time: 5:30pm

MINUTES

1. Chairman Upchurch called the meeting to order:

A. Roll Call of Commission Members:

Commissioners Present:

Robert Lewis
Bob Upchurch
Rosetta Johnson
John Goodlett
Bill Randolph

Staff Present:

David Patrick, Attorney
Shawn Moore, ZAO
Jane Campbell, Adm. Asst.

B. Previous minutes of January 3, 2006, January 12, 2006, January 17, 2006.

A motion was made by Commissioner Johnson and seconded by Commissioner Lewis to approve the minutes of January 3, 2006, January 12, 2006, and January 17, 2006 as submitted. All commissioners voted in the affirmative by role call vote. Motion carried.

2. OLD BUSINESS:

NONE

3. New Business:

Consent Agenda (Minor Plats)

- 1. Minor Plat** – submitted by Lee Miller Dean for the purpose of off-conveying three (3) 17.67 acre tracts of land located on Larkin Lane in Mercer County, Kentucky. The zoning map indicates this property is zoned A-2 (Agricultural). A motion was made by Commissioner

Randolph and seconded by Commissioner Lewis to approve the plat as submitted. Roll call vote was unanimous. Motion carried.

Major Plats

1. **Site Plan – B&B Buffing** – submitted by B&B Buffing, LLC for the purpose of gaining approval of a 5,600 square foot commercial structure located on Lot #8 of Commerce Park II, Commerce Drive in Harrodsburg, Kentucky. The zoning map indicates this property is zoned B-2 (General Business). A motion was made by Commissioner Lewis and seconded by Commissioner Goodlett to approve the plat as submitted. Roll call vote was unanimous. Motion carried.
2. **Final Plat – Stone Oak Estates Unit 1-C** – submitted by Stone Oak, LLC for the purpose of creating lots #1 through #5 of the Stone Oak Estate Subdivision located on Jenn Oak Lane in Harrodsburg, Kentucky. The zoning map indicates this property is zoned R-1 (Low-Density Residential). A motion was made by Commissioner Johnson and seconded by Commissioner Lewis to approve the plat as submitted with the condition that the licensed surveyor's signature and seal be obtained on all of the final plats. Roll call vote was unanimous. Motion carried.
3. **Final Plat Amendment #1 – Stone Oak Estates Unit 1-A** – submitted by Stone Oak, LLC for the purpose of consolidation of lots #28 through #31 of the Stone Oak Estate Subdivision located on Ashbrook Lane in Harrodsburg, Kentucky. The zoning map indicates this property is zoned R-1 (Low-Density Residential). A motion was made by Commissioner Lewis and seconded by Commissioner Randolph to approve the plat as submitted with the conditions that the licensed surveyor's signature and seal be obtained on all of the final plats. Also, the licensed surveyor will need to submit the zoning classification on all of the final plats which is R-1. Roll call vote was unanimous. Motion carried.

4. COMMUNICATION-BILLS-PERSONNEL:

1. **Treasurers Report – Financial Statement (January 2006)** - A motion was made by Commissioner Randolph and seconded by Commissioner Goodlett to accept the January 2006 Commission's financial statement. Motion unanimously carried.
2. **List of Unpaid Bills** – A list of unpaid bills was presented to the commission for approval. A motion to pay the bills was made by Commissioner Johnson and seconded by Commissioner Lewis. Motion unanimously carried.

3. ZAO Report – Shawn Moore

- 1. Presentation of bids for commission audit** – Shawn Moore presented two audit bids before the commission for approval. The first bid proposal amounting to \$2,000–\$2,800 was submitted by Noel Turner, CPA and the second audit bid proposal of \$3,000 was submitted by Shawn Lanham, CPA. The commission reviewed both proposals thoroughly. A motion was made by Commissioner Lewis and seconded by Commissioner Randolph to accept the audit proposal from Noel Turner, CPA for the 2004-2005 fiscal year, not to exceed \$2,800.00, including the assistance for QuickBooks and for the commission to utilize the services of Shawn Lanham as a consultant for the commission and budget committee at a rate of \$100.00 per hour. Motion unanimously carried.
- 2. Resolution to waive permit fees on fire and natural disaster damaged structures** – Shawn Moore will present to the Commission at a later date the information needed for the waiver of permit fees on fire and natural disaster damaged structures.
- 3. Adoption of Amended Bylaws** – Shawn Moore presented to the Commission a booklet of Amended Bylaws. A motion was made by Commissioner Johnson and seconded by Commissioner Lewis to approve the adoption of the amended bylaws which included adopting Robert's Rules of Order as the parliamentary procedure for conducting meetings and changing the job title of the Zoning Administrative Officer to Executive Director. In addition, the meeting date for the planning commission was moved from the first Monday at 7:30pm to the second Monday at 5:30pm of each month to allow staff to better prepare financial reports and other items necessary for the commission. The Motion unanimously carried.
- 4. Amended Meeting Schedule** – With adoption of the amended bylaws, the director submitted an amended meeting schedule for the remainder of the fiscal year. A motion to adopt the amended meeting schedule was made by Commissioner Randolph and seconded by Commissioner Lewis. Motion unanimously carried.
- 5. Presentation of Proposed Goals and Objectives for Comprehensive Plan for review** – Shawn Moore presented to the Commission a packet of the Proposed Goals and Objectives for the Comprehensive Plan. A motion was made by Commissioner Johnson and seconded by Commissioner Goodlett schedule a public hearing for the purpose of reviewing and potentially adopting the revised goals and objectives on February 21, 2006, at 7:00 pm at the Lion's Park

Community Center if the facility is available at that time. Motion unanimously carried.

- 6. Request for membership of Executive Director in American Planning Association** – A motion was made by Commissioner Randolph and seconded by Commissioner Goodlett to approve a request for Shawn Moore, Executive Director of the Planning Commission to pay the dues for membership in the American Planning Association at a cost of \$174.75 annually. Motion unanimously carried.
- 7. Formation of Budget Committee** – Commission Chairman Bobby Upchurch appointed himself, Vice Chairman Boone Logan, current Commissioner and past Chairman Robert Lewis and Executive Director Shawn Moore to a budget committee. It was also noted that next year's budget needs to be prepared in February and presented to the city and county in March.
- 8. Formation of Subdivision Regulations Revision Committee** – Commission Chairman Bobby Upchurch appointed himself, Commissioners Rosetta Johnson and Bill Randolph, Executive Director Shawn Moore, Clay McGlone, Nancy Estes, August Faeth and Kendall Wise to a subdivision regulations revision committee. Chairman Upchurch stated that the committee will meet three or four times between the present time and June 2006.
- 4. Attorney's Report – David Patrick** - Staff Attorney Patrick informed the Commission of an upcoming training seminar hosted by David Pike of Pike Legal Group. The training seminar will take place on May 23rd, 2006 in Lexington, Kentucky for those interested in attending.
- 5. Executive Session** – Executive Session was not requested at this meeting.

With no further business before the commission, a motion was made by Commissioner Randolph and seconded by Commissioner Johnson to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 6:30 pm.